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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 3 December 1958

Present: C/MS - Chairman Dr. Tietjen
C/OD - Voting Member
C/TSD - Voting Member
C/PS - Voting Member
Personnel Placement Officer
C/SD - Executive Secretary
Secretary to C/MS - Recording Secretary

25X1A9a

1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 19 November 1958 were approved by the Members without comment.

2. Promotion

The Executive Secretary presented a request from the Chief, Immunization Branch, TSD, for the promotion of [REDACTED] GS-4, Clerk-Typist, to GS-5. This promotion request was endorsed by C/TSD. The Executive Secretary recommended approval of this promotion; the Members concurred.

3. Assignments

As requested at the last Career Service Board Meeting, C/TSD interviewed [REDACTED] in reference to an overseas assignment for her husband. On the basis of this interview, C/TSD did not feel Mr. [REDACTED] should be considered for foreign service at this time. The Executive Secretary, therefore, recommended [REDACTED] be retained at Headquarters in his present position in TSD for at least another year and that [REDACTED] be assigned to [REDACTED] and [REDACTED] to [REDACTED]. However, C/OD stated the situation at [REDACTED] may require a replacement before [REDACTED] is available and, therefore, favored the assignment of [REDACTED] that station.

The Executive Secretary also referred to the assignments agreed upon at the last Meeting of the Career Service Board; specifically, the assignments of [REDACTED] to [REDACTED]. He stated that personnel of his Division who have served [REDACTED] do not believe two single men should be stationed there since the post is primarily designed for families.

C/MS then made the following recommendations for the assignments under consideration:

DOC	REV DATE	14 APR 1961	BY	029725
ORIG COMP		39	FILE	01
ORIG CLASS			REV CLASS	C
JUST			NEAT REV	207

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25X1A9a [REDACTED] to the GS-9 Medical Technician position at
25X1A6a [REDACTED], eta April 1959;

25X1A9a [REDACTED] to be requested to extend his tour of duty in
the GS-8 Medical Technician position at [REDACTED] 25X1A6a

25X1A9a [REDACTED] to the GS-9 Medical Technician position at
25X1A6a [REDACTED], eta May 1959;

25X1A9a [REDACTED] to remain in the GS-9 Medical Technician position
25X1A6a at [REDACTED]

25X1A6a The assignment of a Medical Technician to the GS-9 position at
[REDACTED] to be deferred at this time.

The Members concurred in these assignments.

25X1A9a The Executive Secretary informed the Members that a memorandum
regarding the GS-11 Medical Service Officer position at [REDACTED] had been 25X1A
circulated to all eligible Medical Staff personnel. [REDACTED] 25X1A9
and [REDACTED] have expressed interest in this position. The
Executive Secretary recommended [REDACTED] also be added to this 25X1A9a
list of candidates. On recommendation of C/MS, further consideration
of a candidate for this assignment was deferred until the Executive
Secretary has discussed this matter with C/TSD and [REDACTED] 25X1A9a

4. Review of Field Reassignment Questionnaires

25X1A9a The Board noted the receipt of a Field Reassignment Questionnaire
from [REDACTED] GS-13, Medical Officer. The Executive Secretary
25X1A9a informed the Members that [REDACTED] has extended his tour of duty at
his present duty station.

5. Review of Fitness Reports

25X1A9a The Executive Secretary informed the Members of the receipt of a
Fitness Report on [REDACTED], GS-7, Medical Technician. Attached
to this Fitness Report was a request from C/OD for the upgrading of Mrs.
25X1A9a [REDACTED] position, and action in this regard has been initiated.

6. Review of Training Evaluation Reports

25X1A9a a. C/OD reviewed a Training Evaluation Report on [REDACTED] 25X1
GS-8, Medical Technician, who completed the first two weeks of the IOC.
Because [REDACTED] failed this course, C/MS asked that arrangements be
made for him to repeat this portion. C/OD also will consult the Office
25X1A9a of Training to determine if [REDACTED] performance in the IOC was
commensurate with the results of his aptitude testing.

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b. C/OD also reported the results of clerical examinations taken by the following personnel:

25X1A9a



+, Clerk-Typist
GS-4, Clerk-Typist

MS/mam

Distribution:

- Orig - C/MS
- 1 - DC/MS
- 1 - C/OD
- 1 - C/TSD
- 1 - C/PS
- 1 - C/SD

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